CAPPS Combined HR/Payroll and Financials User Group Meeting
Tuesday, Feb. 25, 2025
9–11 a.m.
(Webinar Only)

I. Announcements & Reminders

- New course options are now available on the [CAPPS Training](#) website.
  - The CAPPS Payroll module has new self-paced course options available:
    - Course 160 – CAPPS Payroll Processing Overview
    - Course 161 – CAPPS HR/Payroll: On-Cycle Payroll Processing
    - Course 162 – CAPPS HR/Payroll: Off-Cycle Payroll Processing
    - Course 163 – CAPPS HR/Payroll Quarter End Processing
  - The newly revised *State Government Salary Administration Policies* Instructor-Led Training (ILT) class will be held on Thursday, April 10, 2025. Course registration opens soon; check the [CAPPS Training](#) website frequently for the registration link.
  - Additional courses (both self-paced and ILT) will be available this summer. Check the [CAPPS Training](#) website regularly for new additions.
- Key dates for the second quarter *Military Workforce Summary* report:
  - March 14, 2025 – Report Maintenance/Correction Deadline
  - March 18, 2025 – Report Acknowledgment and Reporting Forms Available
  - March 27, 2025 – Report Acknowledgment and Reporting Forms Due
- Key dates for the remaining calendar year-end activities:
  - Feb. 21, 2025 – Pick up 1095-C Forms
  - March 31, 2025 – E-File 1095 Transmittal

II. CAPPS Production Updates

- **Financials Updates**
  - The Financials SR Data for January 2025 included 581 new tickets opened and 553 tickets closed. There were 369 tickets carried forward from January into February.
  - The Financials release for February contains five requests consisting of two break-fixes, two improvements and one new feature. Highlights include:
    - **SR-63469** — A break-fix to enable the *View Journal* hyperlink in the cash receipts *Review History* page for users where the page is display-only.
    - **SR-61486** — An improvement to enforce a 10-digit budget journal ID so journals successfully process to USAS.
    - **SR-61552** — A new feature that adds a column that displays the purchase order (PO) amount in the PO results screen so users can identify the correct PO and supplier.
  - The Financials release for March contains seven requests consisting of two break-fixes, one improvement and four new features.
  - For the new Financials functionality being implemented in the March releases, four changes are highlighted for agency testing during user acceptance testing (UAT).
    - **SR-60149**
      - **User Story:** *As an accountant, I want the adjust match value/encumbrances checkbox selected while processing adjustment and multi-vendor vouchers so that I can ensure the encumbrance is released to the purchase order.*
      - **UAT:** March 3–7. Testers should ensure the checkbox default is occurring as expected for each line.
      - **Migration to Production:** March 13.

- **SR-63137**
  - **User Story:** *As an accountant, I want the ability to process an asset voucher where the `DISTRIB BY` field is set to `AMOUNT` so that I can process the voucher successfully.*
  - **UAT:** March 3–7. Testers should ensure that they can create a requisition with multiple distributions where the `DISTRIB BY` field is set to *Amount*, source it to a PO and process a voucher successfully with the correct dollar amounts.
  - **Migration to Production:** March 13.
- **SR-61525**
  - **User Story:** *As an Accounts Payable (AP) user, I want to be able to search voucher, payment and vendor information using `ACCOUNTING DATE` so that search results can be expedited and refined.*
  - **UAT:** March 3–7. Testers should verify that `ACCOUNTING DATE` is available as a search criterion on both the *Voucher* and the *Voucher Inquiry* pages.
  - **Migration to Production:** March 13.
- **SR-61757**
  - **User Story***: As a requisition approver, I want to be able to filter requisition approval tasks by priority as is available to do for purchase order approvals so that I can address the most urgent tasks first.*
  - **UAT:** March 3–7. Testers should verify that a requisition's `PRIORITY STATUS` now displays on both the *Approval* and *Approval History* pages.
  - **Migration to Production:** March 13.

- **HR/Payroll Updates**
  - The HR/Payroll SR Data for January 2025 included 927 new tickets opened and 766 tickets closed. There were 846 tickets carried forward from January into February.
  - The HR/Payroll release for February contains 11 requests consisting of six break-fixes, two improvements and three new features. Highlights include:
    - **SR-60382** — A break-fix to not include time entries that were deleted or zeroed out in the *Needs Approval Insights* count.
    - **SR-64049** — An improvement to allow Performance Management (ePM) administrators to view evaluations of former employees, even if they are currently employed at another agency.
    - **SR-62816** — A new feature to display a warning message to FMLA administrators when approving an FMLA leave request that has not met FMLA eligibility according to CAPPS calculations.
  - The HR/Payroll release for March contains 14 requests consisting of seven break-fixes, seven improvements and zero new features.
  - **SR-60462** was not listed on the March release slide but was added to the March 27 Release 2 work units. This improvement creates the CAPPS Payroll electronic signature card, which replaces the same electronic version of the signature card functionality currently in the Standardized Payroll/Personnel Reporting System (SPRS). The existing manual signature card process is not affected.
  - For the new HR/Payroll functionality being implemented in the March releases, three changes are highlighted for agency testing during UAT.
    - **SR-60097**
      - **User Story:** *As a Time and Labor (TL) manager, I want the zero (0.00) hours entries pending approval to stop showing under Pending Approvals so that the information I am reviewing is accurate.*
      - **UAT:** March 17–21. Testers should validate that any time entries for zero hours are not pending approval in the manager's *HCM Approval* tile.
      - **Migration to Production:** March 27.
    - **SR-60100**
      - **User Story:** *As a core Human Resources (HR) user, I want CAPPS to consider prior state service time with my agency when determining the `AGENCY SERVICE DATE` so that this date reflects all service time with my agency.*
      - **UAT:** Feb. 2—March 7. Testers should validate that the `AGENCY SERVICE DATE` correctly calculates all prior state service (PSS) date rows for the agency, including any adjustments made to existing PSS rows.
      - **Migration to Production:** March 13.

- SR-65399
    - **User Story:** *As a Payroll processor, I want the FIRS 941 Quarterly Federal Tax Report title updated to IRS 941 Quarterly Federal Tax Report so that the report accurately reflects the correct title.*
    - **UAT:** March 17–21. Testers should validate that the report name has been corrected.
    - **Migration to Production:** March 27.

III. SRs Submitted to Governance

- Financials SRs Submitted to Governance — Three enhancements are submitted for a vote to be added to the CAPPS **Financials** baseline. The SRs and their titles from the CAPPS Service Desk, along with the user stories and proposed solutions, are listed below. For complete details, please review the SRs within the CAPPS Service Desk. Agencies are encouraged to add comments to these SRs for consideration by the CAPPS Steering Committee by 5 p.m. on March 6.
    - **SR-64480** – Default payment type from the Supplier table for the vouchers created from the T&E Module (suggested via **ENH-64286**).
        - **User Story:** *Expense reports interfaced to AP to create vouchers are defaulting the payment type as blank in Accounts Payable. This payment type value should be defaulted from the Supplier table for each supplier so that the AP system will process the payment based on the supplier configuration by the agency.*
        - **Proposed Solution Summary:** Modify the AP Integration process TX_TE_AP program to set the TX_PYMNT_TYP_ID value to default from the Supplier table. This will help the agency to pay the supplier based on the requested payment type.
    - **SR-64281** – Budget Journal Report.
        - **User Story:** *As a budget analyst, I would like to be able to print a budget report of my transactions.*
        - **Proposed Solution Summary:** Based on the design of the Print Journal functionality in GL, the report is only triggered on the *Budget Lines* page. It is not scheduled through an App Engine and does not exist outside of this page. The same consideration is applied here.
    - **SR-64278** – Secure and add audit tables to Query tree (suggested via **ENH-61356**).
        - **User Story:** *As a Project Costing User, I need the ability to query the Audit data of the Project and Tree definition tables.*
        - **Proposed Solution Summary:** The existing audit tables will be secured and added to Query trees.

IV. CAPPS Project Updates

- The Financials deployment for ERS and TDCJ is currently 63 percent complete, with all metrics on track for implementation on Sept. 1, 2025. Key activities include:
    - System Test and Conference Room Pilot (CRP) sessions continue through early April before UAT begins.
    - The PeopleTools upgrade is under review and will be available for testing during UAT.
    - Security sessions for both agencies have started.
    - Train-the-Trainer sessions for ERS began on Feb. 18 and begins for TDCJ on March 18.

V. On the Horizon

- CAPPS environments RPT1 & RPT2 will be decommissioned at the end of May 2025.
    - Users will no longer need to leave production/UAT and launch a separate environment to run queries. All queries will be enabled in the PRD1 and UAT1 environments.
    - Additional details and information will come next month.
- CAPPS will upgrade PeopleTools from version 8.60.10 to version 8.61.07 on Aug. 4, 2025.
    - UAT is scheduled for April 7—July 18 in the UAT3 environment.
    - Please create an *Upgrade & Expansion Project Assistance* service request (SR) to report any issues identified during UAT.

VI. Features & Spotlights

- HR/Payroll **SR-63707** enables managers to update prepopulated and predefined content items on a performance document.
  - This feature was available in the Performance Management (ePM) Classic and will again be available in ePM Fluid beginning April 10. UAT is scheduled for March 31—April 4.
  - For agencies requesting this feature, template(s) will be reconfigured accordingly.
  - If a template's *Section/Step – Role Rules* for the manager has `UPDATE ITEMS` enabled, the manager is able to edit the predefined or prepopulated content item title and description. This feature also enables a manager to edit cloned performance document content items if the agency's active status template has the section and step update Items enabled.

VII. Open Forum Q&A

- We received no questions from the input survey for February.
- Each month, we release a survey where user group members may submit questions or suggestions for discussion topics. Members can find the survey link in the calendar invitation for the meeting as well as on the user group pages on FMX. We encourage all members to submit questions and suggestions.

VIII. Deep Dive Topics

- The *Employees Retirement System (ERS) Reconciliation* report is a monthly report used to compare employee data between ERS and CAPPS using the ERS monthly snapshot file.
  - The ERS Snapshot file is loaded around the 10th calendar day of each month and agencies can retrieve this report in CAPPS after the file has been successfully processed.
  - Agency benefits coordinators should retrieve and review the *ERS Reconciliation Report* each month to ensure employee benefits issues are resolved as promptly as possible.
  - There are two reports:
    - The *Data Discrepancies* report (TX100RP1)
    - The *Match and Compare* report (TX100RPT2)
  - The *Data Discrepancies* report has four sections:
    - SSN in CAPPS, not in ERS File – Personal Info
    - SSN on ERS File, not in CAPPS – Personal Info
    - SSN in CAPPS, not in ERS File – Insurance Info
    - SSN on ERS File, Terminated in CAPPS – Personal Info
  - The *Match and Compare* report has three sections:
    - Employee Match and Compare – Personal Info
    - Employee Match and Compare – Insurance Info
    - Employee Match and Compare – Flex Info
  - Reviewing the agency ERS Daily Inbound file can alert agency benefits coordinators to employee data discrepancies earlier in the process and may reduce errors appearing on the *c*.
  - ERS is the benefits system of record. Correcting discrepancies only in CAPPS may not fully correct the employee's discrepancy.
  - The Annual Benefit Base Rate (ABBR) is a frequent data discrepancy. The employee's Sept. 1 (or date of hire) salary rate determines the ABBR and can be found as an annual rate on the **A Records** tab of the agency ERS Daily Inbound file in CAPPS.
  - The ABBR appears as a monthly rate on the *ERS Reconciliation Report*, but an employee's ABBR should always be entered as an annual rate when manually correcting employee ABBR on CAPPS **Manage Job**.
- Symantec Protection Engine (SPE) is a scanning engine for detecting malware, viruses and other threats across the CAPPS environments. SPE scans attachments upon upload before committing them to CAPPS.
  - SPE is currently implemented in the UAT1 and MNT1 environments and goes live in CAPPS Production (PRD1) on March 2.
    - In CAPPS and CAPPS Recruit, .exe and .zip files are not allowed as attachments.
    - Warnings and error messages display when a user attempts to attach a disallowed file or a file is suspected of containing malware or a virus, depending on where and how the attachment was uploaded.

IX. Wrap-up/Close Meeting

- The meeting presentation and SRs for Governance document will be emailed later this afternoon.
- The statewide comment period for this month's Governance Enhancement SRs ends on Thursday, March 6.
- In March, individual user group meetings will be held for each tower:
  - **HR/Payroll User Group Meeting** — Tuesday, March 25.
  - **Financials User Group Meeting** — Thursday, March 27.
- Submit ideas or suggestions for future user group discussion to: capps.product.team@cpa.texas.gov
- To be added to the distribution list for the user group meetings, email: capps.cgc.ba@cpa.texas.gov